



Alaska CCRA Overview

2014-15

Spring 2015 will be the first year Alaska will implement the new high school graduation requirement as defined by HB 278 and the Governor's Education Opportunity Act. It requires all grade 11 students to take a College- or Career-Readiness Assessment (CCRA) to earn a high school diploma in Alaska. EED will pay for one administration of one assessment for each student.

All districts must offer WorkKeys and either ACT In-School testing or SAT School Day testing. Districts may offer both college-readiness assessments. Schools may also offer the SAT or ACT National Saturday test; vendors have designated which National Test Dates are eligible for EED payment.

This document outlines a brief overview of the **student registration process and school registration process** for each assessment; the process is different for the assessments given on a school day than for National testing. In addition, the process differs by vendor. Understanding the requirements for each will assist districts in determining which college-readiness assessment(s) to provide. A more detailed Checklist of Dates will be sent to schools by each vendor.

ACT Customer Service –

In-School: 1-800-553-6244, ext. 2800

National Test Day: 1-319-337-1270

SAT Support Center –

Phone: 1-855-769-3122 (9:00 – 5:00p EST)

Email: alaskaschoolday@collegeboard.org

Career-readiness Assessment: WorkKeys

Paper/pencil and/or Internet versions are available to all schools.

ACT WorkKeys Paper/Pencil

March 4, 2015; make-up test date April 1, 2015

Delivered in a "Day 1, Day 2" model with the ACT

Sept. 22–Nov. 3	DTCs complete pre-ID file for students participating in ACT WorkKeys Paper/Pencil testing.
Sept.29-Oct.3	ACT emails site test coordinators Establishment online profile form to be completed by Oct. 17.
October 6	Accommodations webcast becomes available online.
October 17	School districts submit pre-ID file to EED.
October 22	ACT holds Accommodations Q&A session for ACT In-School and WorkKeys
November 3 & 6	ACT holds Test Administration Q& A session for ACT In-School and WorkKeys
January 6-13	ACT emails site test coordinators to confirm student test enrollment and to order WorkKeys standard time and accommodations test materials online.
February 16-20	Schools receive secure test materials (standard and accommodated).
March 4	WorkKeys Paper/Pencil test administration.
March 4-18	WorkKeys Accommodations testing window.
March 16-20	Schools receive Makeup materials
April 1	Makeup test date ACT WorkKeys paper/pencil.

ACT WorkKeys Internet

November 10-February 13, 2015

September- November	Schools upload students into Validus; Batch Loading should be completed at least 3 days prior to test window opening.
Early October	Webinar: Intro to WorkKeys Internet Testing. Webinar: WorkKeys Internet Groups & Batch Loading.
November 6	Webinar: Test Administration Training Q&A Webinar for district & school staff.
Nov. 10 – Feb. 13	WorkKeys Internet testing window.

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College-readiness Assessment Option A: ACT

In-School administration available to all schools; Saturday National testing available to approved schools.

ACT In-School

March 3, 2015; make-up test date March 31, 2015

September-November	Districts/schools submit accommodations paperwork to ACT (allow at least 7 weeks). http://www.actstudent.org/regist/disab/chart.html
Sept. 22-Nov.3	DTCs complete pre-ID file for students participating in ACT In-School testing and submit to EED Due Nov 3.
Week of Oct. 3	ACT emails site test coordinators Establishment online profile form to be completed by Oct. 17.
October 6	Accommodations webcast becomes available online.
October 22	Accommodations Q&A sessions for both ACT In-School and WorkKeys
November 3 & 6	ACT holds Test Administration Q&A session for ACT In-School and WorkKeys
January 6-13	ACT emails site test coordinators to confirm student test enrollment.
January 13	Test Administration Q&A audio session; 4:00p AKST.
January 19-23	School test coordinator receives Preliminary ACT-Approved Accommodations Roster to review. Deadline to request changes; January 30, 2015.
February 2-6	Schools receive non-secure materials (ACT pre-testing materials): <ul style="list-style-type: none"> • Supervisors' manuals. • Answer documents & pre-code labels. • Student booklets, "How to take the ACT." • Student pre-test – includes the interests survey and designating schools to receive scores; these must be completed <u>prior to March 2</u> and take students approximately 1 hour to complete.
February 5	Test Administration Q&A audio session; 4:00p AKST.
February 16-20	Schools receive secure materials (standard & accommodated).
March 3	ACT In-School test day.
March 3-17	Accommodations testing window.
March 16-20	Schools receive Makeup materials
March 31	ACT In-School makeup test day.
April 2	Test coordinator returns all makeup and accommodations testing materials via prescheduled pickup.

ACT National Test Day

Saturday, February 7, 2015

This is the only National Saturday test date that can be paid for by EED

September	Schools submit accommodations paperwork to ACT (allow at least 7 weeks). http://www.actstudent.org/regist/disab/chart.html
Sept. 30-Oct. 17	Districts provide EED with the number of students per school taking the ACT National Test Day (N-count).
December	EED sends ACT vouchers to districts; districts distribute to schools.
December-January 9	Students register with ACT voucher online or by mail. Registration includes: <ul style="list-style-type: none"> • A photo ID is required to be copied or uploaded. • Students complete the ACT pre-test (1 hour) online.
January	Students receive admission ticket from ACT <u>at their home address</u> .
February 7	ACT National Test Day - students present admission ticket and a photo ID.

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College-readiness Assessment Option B: SAT

School Day administration available to all schools; Saturday National testing available to approved schools.

SAT School Day

February 25; make-up test date April 29, 2015

September 15	EED provides DTCs a Test Center Intake Form to be completed. Due September 30. This includes: <ul style="list-style-type: none"> • Designated personnel. • School test center information.
September-October	Districts/schools submit accommodations paperwork to SAT (allow at least 7 weeks). http://sat.collegeboard.org/register/for-students-with-disabilities
Mid-November	Schools receive SAT online course welcome kits & access codes for students to use for optional SAT test practice.
November 10	Site test coordinators receive Test Center Intake Form from SAT to review and sign, confirming that information provided earlier is correct. Deadline to complete Test Center Intake form; December 1, 2014.
December 1	Schools receive registration materials, including: <ul style="list-style-type: none"> • SAT School Day vouchers. • Information on how students register online with SAT School Day vouchers. • SAT test day information.
December 8	SAT School Day Implementation webinar; 3:30p AKST.
Dec. 10-Feb. 11	Students register online for School Day testing. Registration takes approximately 1 hour to complete and includes: Creating an online account, SAT Student Data Questionnaire, and printing an admission ticket.
January 7	Deadline for schools to apply for accommodations for participants with disabilities.
January 8-Feb.11	Schools complete Test Center Supervisor online training.
February 4	Site test coordinators provide final enrollment numbers to SAT.
Week of Feb. 16	SAT School Day secure materials arrive.
February 25	SAT School Day test administration day.
Week of April 13	SAT School Day make-up secure materials and accommodated materials arrive.
April 29	SAT School Day make-up test administration day.

SAT National Test Day

January 24, 2015

This is the only National Saturday test date that can be paid for by EED

September-October	Districts/schools submit accommodations paperwork to SAT (allow at least 7 weeks). http://sat.collegeboard.org/register/for-students-with-disabilities
September 15	DTCs submit an N-count (column H) of the Test Center Intake Form.
Week of October 13	College Board mails bulk registration forms to schools.
Oct.20-November 17	Schools /students complete SAT National Test Day <u>paper</u> registration forms and schools submit all forms in one package to the College Board address posted on the Bulk Transmittal Cover sheet. Required: <ul style="list-style-type: none"> • A photo ID is required to be copied and attached to the form. • Each student completes a Student Data Questionnaire (1 hour).
Early December	Students receive admission ticket from SAT <u>at their home address</u> .
January 24	SAT National Test Day - students present admission ticket and a photo ID.